

Policy Title: Requests For Public Documents

Scope: All facilities and departments operated by the Department of Mental Health shall follow the established policy when responding to requests for public documents.

Policy: To ensure that public documents are disseminated pursuant to requirements of Section 25-61-1 et seq., all facilities and department of the Department of Mental Health shall follow the established policy concerning requests for public documents.

Procedure: The following shall be the procedure for implementing the stated policy for requests for public documents:

I. REQUESTS

A. A request for information under the Mississippi Public Records Act of 1985 shall be submitted in writing to the Department of Mental Health, Suite 1101, Robert E. Lee Building, Jackson, Mississippi 39201, or directly to any of the Department of Mental Health facilities.

B. All requests for information should be marked "Request for Public Records", and shall describe with particularity the documents sought. Where possible, file numbers, dates, county, program, or the office where the requested documents are located shall be set

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forth in the request.

II. EXEMPTIONS

- A. If a determination is made that the records are exempt, the request will be denied and the reasons therefore set forth in writing.
- B. When possible, non-exempt material will be separated from exempt material, and only the exempt material will be withheld.

III. FEES

- A. No request for information shall be granted until the fees therefore have been received by the agency. The fees charged will be according to the following schedule:

Photocopies - \$.25 per sheet copied;

Other printed material - cost determinant upon materials;

Records search - clerical - \$7.50 per hour;

Records search - technical or professional - \$20.00 per hour;

Records search - automated - \$18.00 per hour.

Notice of the fees will be provided the person making the requests.

- B. Fees will be charged for records searches even when the requested document cannot be found.